

Fall 2009 Admission Agreement for St. Edward's Preschool Program

This agreement is between St. Edward's Preschool and _____

(both parents or guardians)

for the care of _____ . Address _____

(child)

E-Mail _____ Phone _____

Child's B-Date _____ St. Edward's Preschool offers a morning and a full day preschool program for children ages 2.5 to 4.5 (the child must be 2.5 years old by September of the year enrolled). Our hours are 7am to 6pm. The morning session ends at 11:30am, and the extended care program is available until 6pm

Initial _____ Tuition is calculated monthly. **Payment is due on the first of the month.** If payment is delayed past the 5th business day of the month **a late fee of 10% will be added.** This fee will continue to be added to the monthly billing as long as a balance is carried. Checks should be made payable to **St. Edward's Preschool.**

Initial _____ There is a registration fee of **\$150.00.**
Please indicate your tuition choice below.

Monthly Tuition for the Half-Day AM Preschool Program:

_____ 2 Days - T & TH Pickup by 11:30am \$240.00

_____ 3 Days - M W F Pickup by 11:30am \$331.00

_____ 5 Days - Pickup by 11:30 am \$480.00

Monthly Tuition for the Half-Day PM Preschool Program:

_____ 2 Days - T & TH drop off 12pm or 2:30pm \$240.00

_____ 3 Days - M W F drop off 12pm or 2:30pm \$331.00

_____ 5 Days - drop off 12pm or 2:30pm \$480.00

Monthly Tuition for the Full Day Preschool Program:

_____ 2 Days - T & TH Pickup by 6:00pm \$486.00

_____ 3 Days - M W F Pickup by 6:00pm \$640.00

_____ 5 Days - Pickup by 6:00pm \$857.00

Initial _____ **Attendance Start Date:** _____ (Delayed start date available - see Modifications below)

By Arrangement Care Tuition Option

Initial _____ _____ Pre-arranged schedule of additional care (see Modifications below)

Modifications and Agreements: _____

By-arrangement extended care is also available, at the cost of \$8.00 per hour (less than 3 hours), or \$25.00 for additional half days and \$50.00 for additional full days. Students must be enrolled in a tuition choice to be eligible, and are accepted on a space available basis. Arrangements need to be made in advance, as stated in the Parent Handbook.

Initial ____ In the event of vacation or long-term absence (more than 2 weeks in any billing cycle), the parent may request a "temporary drop". All paperwork requests must be submitted by the 15th of the previous month of billing. This allows the parent to hold the child's spot in enrollment without having to pay the full tuition. There is a holding fee of \$50.00. **There will not be any adjustment to tuition cost for any absence less than 2 weeks in the billing cycle.**

Initial ____ St. Edward's Preschool has the right to refuse attendance of a child who was sent home within 24 hours for signs of illness (see sick policy).

Initial ____ Parents of full day students are responsible for providing a nutritious lunch as well as the appropriate napping items (see needs student list).

Initial ____ The State of California Licensing Agency (Community Care Licensing) has the following authority:

1. to interview children, or staff, and to inspect and audit child or facility records without prior consent.
2. to observe the physical condition of the child(ren), including conditions which could indicate abuse, neglect, or inappropriate placement, and to have a Licensed medical professional physically examine the child(ren).

Initial ____ The parent/guardian has received and read a copy of the Parents Handbook and agrees to all of the operating policies and procedures therein described.

Initial ____ Parent understands that St. Edwards Preschool is a Christian based program, and that parent has the option to request that child does not participate in chapel time and/or verse memorization if it is contradictory to family faith based values.

Initial ____ Each child is accepted into the program on a probationary basis for the first ten (10) days of his or her attendance. During this time, the child can be dismissed without prior notice; any unused pre-paid fees will be refunded within 48 hours. Thereafter, the school will give at least one-week notice of dismissal and will refund any unused pre-paid fees within 48 hours. (Please see Parent Handbook for more information)

Reasons for Termination of Contract:

1. Parent/guardian has not cooperated with the facility regarding the child's discipline needs.
2. Parent/guardian has not paid the agreed upon fee or has been late paying the fee more than twice in a six month period.
3. It has been established by the facility that due to individual circumstances, the facility cannot meet the physical, emotional, and/or psychological needs of the child.

St. Edward's Preschool reserves the right to modify any of the conditions of this agreement with 30 days written notice to the parent or guardian.

I have read, understand, and agree to the above terms and conditions.

Signature of parent or guardian _____ Date _____

Signature of Director _____ Date _____